

# *Participant Management Information System*

For Workforce Investment Act and  
Welfare to Work

**INDIANA DEPARTMENT OF WORKFORCE DEVELOPMENT**

Effective July 1, 2000

### **Purpose**

The Participant Management Information System (PMIS) is used to track participant information, activities, and outcomes for most programs authorized by the Workforce Investment Act (WIA), and Welfare to Work (WtW) Program.

Questions or comments related to PMIS should be addressed to the attention of Rick Lindsey at 317/232-8486 (rlindsey@DWD.state.in.us).

### **Data System**

Any system validated by DWD can be used as the local data system for participants receiving services funded by WIA or WtW. Validation consists of validating the system used as well as the local procedures in place to assure consistent data quality.

### **Data Submission**

WIB Boards are responsible for the weekly submission to DWD of PMIS data files created by a validated system. The following files must be submitted in the prescribed format. (YY = last two digits of Program Year).

YYAPP.TXT

YYACT.TXT

YYEXIT.TXT

YYCONT.TXT

These files will contain four quarters of the previous program year and four quarters of the current program year.

Data must be submitted to DWD by email (PMIS@DWD.state.in.us). Data should be submitted on or before Monday (or Tuesday if Monday is a holiday) and include at a minimum all data entered into the local data system through the previous Thursday. Data files transmitted to DWD should be compressed using data compression software such as PKZIP. Zipped files should be named "WSAXX.ZIP" (XX = WSA number).

*TRANSITION NOTE: The new text file format will be required for submissions beginning in PY'01. All submissions prior to PY'01 data should be in the old format.*

### **Automated Input Requirements for Processing PMIS Data**

To assure timeliness and accuracy of participant data, the application, activity (except partner participation tracking) and program exit data are required to be entered into a validated PMIS system within 10 working days from the date of enrollment, activity entry, activity exit, or program exit. If an exit occurs as the result of a client receiving no services for 90 days, the exit date will be the date of last service. The entry into the validated automated system must occur within 10 days of this determination.

Failure to meet this timeliness standard may result in the loss of incentive funds and/or other sanctions.

## **Records**

Procedures must be developed locally to ensure participant records are kept for three (3) years after the WSA submits the final expenditure report for that funding period to DWD.

If an audit is begun or claims instituted, such records must be kept until the litigation, audit or claim has been finally resolved.

## **Application Update Procedures**

Locally developed paper PMIS forms are required for application, activity, and exit transactions. Unless otherwise directed, applicant characteristics must not be updated after enrollment. The following procedure should be followed when updating PMIS forms.

- 1) Draw a line through the item being changed, leaving it legible.
- 2) Record the date the application is being updated near the original date.
- 3) Review the application with applicant and draw a line through all information that needs to be updated, leaving it legible.
- 4) Record the updated information near the original information.
- 5) The interviewer, applicant, and other signatory (if required) must re-sign and date attesting to the correctness of the updated information.

## **Error Correction Procedure**

If corrections must be made to social security numbers, program codes, enrollment dates, activity entry dates, activity exit dates, program exit dates or program exit codes, a description and explanation of the change must accompany the data submission.

If an error has occurred in recording data, the PMIS forms may be changed by the following procedure:

- 1) Draw a line through the incorrect response, leaving it legible.
- 2) Mark, if appropriate, or place the correct response near the incorrect data.
- 3) Initial and date the correction close to the error. If the correction is one that affects an eligibility criterion for any program, the applicant/participant must also initial and date the correction.

The use of "white out" for correction of forms is unacceptable for tracking the error and its correction.

## **WIA Activity Tracking**

Once a participant receives WIA funded activities that require registration, all activities/services provided to the client should be tracked in the PMIS system, whether WIA funded or partner funded (unless the activity/service is entered in the CS3 system).

## **WIA Registration**

WIA distinguishes self-service and informational activities as separate from the other activities within the WIA service categories (core, intensive, and training). There are two main factors to consider when determining which core services require adults and dislocated workers to be registered and counted in the performance measures:

1. Level of staff involvement with the customer. When there is significant staff involvement in terms of

resources or time, individuals receiving the staff-intensive core services are required to be registered for the adult and dislocated worker programs (all youth customers are required to register).

2. Purpose of the service. The Act specifically excludes those individuals who participate in self-service activities only (such as browsing the Internet). For staff-assisted activities, the purpose of the service should be examined to determine if registration is required for the service. Services that are designed to inform and educate individuals about the labor market and their employment strengths, weaknesses, and the range of services appropriate to their situations should be considered informational in nature and therefore do not require registration. However, staff-assisted services that are designed to impart job seeking and/or occupational skills require registration.

For example, individuals receiving the following categories of core services must be registered.

- Staff assisted job search and placement assistance, including career counseling
- Staff assisted job referrals (such as testing and background checks)
- Staff assisted job development (working with employer and job seeker)
- Staff assisted workshops and job clubs

It is important to keep in mind that an individual must receive a WIA funded significant staff-assisted core, intensive, or training service to trigger registration. For example, in a One-Stop environment, if an individual received only Wagner Peyser funded core services or TANF funded case management, and did not receive any WIA funded significant staff-assisted core, intensive, or training service, that individual would not be registered for WIA. However, as long as an individual has received WIA funded significant staff-assisted core, intensive, or training and goes on to receive non-WIA funded partner services, that person must be registered for WIA.

### **Tracking Partner Program Participation**

Participation with partner programs must be tracked as an activity record using the appropriate line code. Approximate enter and exit dates may be used for partner activity records. Record only those programs that fund activities coordinated with the individual's WIA title I-B activities (even if they occur prior to WIA title 1-B registration).

Partner services can extend the exit date from WIA title 1-B if the service would qualify under WIA as core services (other than informational or self-service), intensive services, training services, or youth activities (except for follow-up services). They also include similar employment and training activities, such as Adult Literacy Training. They do not include services that provide income support (e.g. Food Stamps, TANF grants, Unemployment Compensation).

### **Exit Procedure**

Clients are to be exited if the individual completes or otherwise formally stops services, or if the client has received no services for 90 days and a specific service is not scheduled for the future. The exit date is the last date of program funded or partner service received (except follow-up services). This exit procedure does not apply to Welfare-to-Work.

### **Post Exit Tracking**

The PMIS-2 (activity record) will be used for tracking post exit outcomes. Line codes E1, E2, E3, and E4 will designate the post exit quarter that is being reported. For example, a youth in advanced training in the quarter following the exit quarter is recorded with line code E1 (to designate a report of status in the quarter following the exit quarter) and recording “Youth Placed in Advanced Training” from the other outcomes. If the youth is still in advanced training in the third quarter after exit, an activity record will be entered with line code E3 (to designate a report of status in the 3<sup>rd</sup> quarter following the exit quarter) and recording “Youth Placed in Advanced Training” from the other outcomes. If the quarter is past and no tracking record exists, it will be assumed that none of the outcomes apply for that quarter.

### **Supplemental Data for WIA Performance Measures**

WSAs may choose to collect supplemental data on a continuous basis, on an as needed basis, or not at all. Supplemental data (if available) will be used in the calculation of the entered employment rate and the retention rate. The purpose of supplemental data is to supplement wage records for those individuals that are employed, but wage records are not available.

WSAs maintaining supplemental data on a continuous basis will routinely collect (and document) supplemental data if clients are employed in the quarter following the exit quarter and the third quarter following the exit quarter.

WSAs collecting supplemental data on an as needed basis will collect (and document) supplemental data after DWD runs performance standard reports and provides information to the WSA of exiters with no wage records for the quarter following the exit quarter or the third quarter after the exit quarter. WSAs will have 30 days to collect, document, and enter data into the PMIS system. If supplemental wage data is documented for a client's first quarter after the exit quarter, an activity record using line code S1 should be entered into the PMIS system. If supplemental wage data is documented for a client's third quarter after the exit quarter, an activity record using line code S3 should be entered into the PMIS system. These activity records should be entered as enter/exit activities. This supplemental data will then be used in the calculation of the entered employment rate and retention rate if wage records are not available.

WSAs wishing to supply documented supplemental data will record the data within 30 days of the date the list was sent by DWD (supplemental data supplied after 30 days can not be used). Documentation of the supplemental data must be consistent with Training and Employment Guidance Letter No. 7-99 (March 30, 2000) and must remain in the participant file and available for review.

### **Reporting Non-Custodial Parent Project Data**

Non-custodial parent project data will be submitted as part of the WSA data submission. Program code ‘WC’ will be used in combination with a distinct assigned site code to differentiate individual projects.

### **Reporting Other Project Data**

Projects such as rapid response will be maintained using a unique identifier code. A program code will be assigned based on funding source and a unique PMIS ID# will be assigned to differentiate the individual projects. Projects are established with start and end dates based on the grant requirements and generally clients must be exited at the conclusion of the project. Occasionally project clients are concurrently enrolled in other funding sources and the planned services for the client extends beyond the project end date. It is possible to extend the end date for PMIS tracking purposes only. Requests for extensions for tracking purposes should be submitted to the attention of Rick Lindsey and must be made before the scheduled project end date.

### **Local Data Needs Beyond Reporting Requirements**

It is expected that local areas will collect and maintain data beyond what is required for reporting purposes. For example, there are eligibility requirements that must be met at the local level, but these data elements are not required to be reported in the PMIS system.

### **Reporting Optional Data**

If optional data is collected in an automated system, it is requested that this optional data be reported.

## Application Data Requirements

Item		Required Items by Group							Codes and Definitions
		Adults		DWs		Youth		WtW	
		C	Int Tr	C	Int Tr	14-18	19-21		
	Program Code	x	x	x	x	x	x	x	Record the program code for the funding stream. • 1A        WIA Adult • 1D        WIA Dislocated Worker • 1Y        WIA Youth • 1R        WIA Dislocated Worker Project • WW        Welfare to Work • WC        WtW Non-Custodial Project
1.	Social Security Number	x	x	x	x	x	x	x	Record the nine-digit identification number assigned to the applicant by the Social Security Administration under the Social Security Act.
2.	Date of Application								
3.	Date of Registration	x	x	x	x	x	x	x	The registration date is the date of the first service (other than informational or self-service) provided by the funding stream represented by the program code.
4.	Site							x	For WtW non-custodial projects, enter the assigned site number.
5.	WSA/Grant ID	x	x	x	x	x	x	x	Workforce Service Area number or assigned project PMIS identification code.
6.	Last Name	x	x	x	x	x	x	x	Enter client's last name.
7.	First Name	x	x	x	x	x	x	x	Enter client's first name.
8.	Middle Initial	x	x	x	x	x	x	x	Enter client's middle initial.
9.	Home Address	x	x	x	x	x	x	x	Enter client's home address (number and street).
10.	City	x	x	x	x	x	x	x	Enter client's city.
11.	State	x	x	x	x	x	x	x	Enter client's state.
12.	ZIP Code	x	x	x	x	x	x	x	Enter client's ZIP code.
13.	County Number	x	x	x	x	x	x	x	Enter client's resident county.
14.	Phone Number	x	x	x	x	x	x	x	Enter client's phone number.
16.	Birth Date	x	x	x	x	x	x	x	Enter client's birthdate.
17.	Gender	x	x	x	x	x	x	x	Enter client's gender. 1) Male    2) Female

Item		Required Items by Group								Codes and Definitions
		Adults		DWs		Youth		WtW		
		C	Int Tr	C	Int Tr	14-18	19-21			
18.	Race/Ethnic Group	x	x	x	x	x	x	x	Record the client's race/ethnic group from among the following categories. Individuals should be allowed to indicate more than one race/ethnic group. 1) White - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa. 2) Black or African American - A person having origins in any of the black racial groups of Africa. 3) Ethnicity Hispanic or Latino - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture in origin, regardless of race. Note: Ethnicity information is collected separately from race information and should be collected before information on race. 4) American Indian or Alaska Native - A person having origins in any of the original peoples of North America and South America (including Central America), and who maintains cultural identification through tribal affiliation or community recognition. 5) Asian - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent (e.g., India, Pakistan, Bangladesh, Sri Lanka, Nepal, Sikkim, and Bhutan). This area includes for example, Cambodia, China, Japan, Korea, Malaysia, the Phillippine Islands, Thailand, and Viet Nam. 6) Hawaiian Native or other Pacific Islander - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.	
19.	Individual with a Disability	x	x	x	x	x	x	x	1) An individual who has a physical or mental impairment which for such individual constitutes or results in a substantial impediment to employment. 2) An individual who has a physical or mental impairment which substantially limits one or more of such person's major life activities, or has a record of such an impairment, or is regarded as having such an impairment. 3) No	
20.	Citizenship Status								1) U.S. Citizen 2) Non-Citizen, Eligible to Work	



Item		Required Items by Group						Codes and Definitions	
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		C	Int Tr	C	Int Tr	14-18	19-21		
21.	Selective Service Status								1) Registered 2) Not Registered 3) Not Applicable
22.	Veteran Status	x	x	x	x		x	x	A person who served in the active U.S. military, naval, or air service and who was discharged or released from such service under conditions other than dishonorable.
	Recently Separated Veteran	x	x	x	x		x	x	A person who applied for participation under WIA title I within 12 months after discharge or release from active U.S. military, naval, or air service.
	Disabled Veteran	x	x	x	x		x	x	A veteran who is entitled to compensation regardless of rate (include those rated at 0%) for a disability under laws administered by the Department of Veterans' Affairs (DVA), or who was discharged or released because of a service-connected disability.
	Special Disabled Veteran	x	x	x	x		x	x	A disabled veteran rated at 30% or more by the DVA or at 10 or 20 percent for a serious employment disability.
	Campaign-Related Veteran	x	x	x	x		x	x	A veteran who served on active duty in the U.S. armed forces during a war or in a campaign or expedition for which a campaign badge or expeditionary medal has been authorized
	Dates of Service	x	x	x	x		x	x	Record the start and end date of active U.S. military service.
23.	Highest Grade Completed		x		x	x	x	x	01 - 11 Number of elementary or secondary grade completed. 12 High school graduate (those completing 12th grade but did not receive a diploma are to be coded "11", participants with a disability who successfully completed an Individual Education Program (IEP) for youth with disabilities are to be coded as "12"). 13 - 15 The number of school years completed. 16 Bachelor's degree or equivalent. 17 Fifth year of college, Master's degree or equivalent. 18 Sixth year of college, Master's degree, Ph.D. or equivalent. 25 GED
24.	School Dropout					x	x	x	1) Yes, is no longer attending school and has not received a secondary school diploma or its equivalent. 2) No

Item		Required Items by Group							Codes and Definitions
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		C	Int Tr	C	Int Tr	14-18	19-21		
25.	Family Status		x		x	x	x	x	1) Single Parent - A single, separated, divorced or widowed individual who has primary responsibility for one or more dependent children under age 18. 2) Parent in Two Parent Family 3) Other Family Member 4) Not a Family Member
26.	Number of Dependents							x	Record the number of dependents the applicant claims in the appropriate age category.
27.	Head of Household							x	1) Married head of household 2) Single head of household 3) No
28.	Pregnant or Parenting Youth					x	x	x	1) Yes, an individual under 22 and who is pregnant, or a youth (male or female) who is providing custodial care for one or more dependents under age 18. 2) No
29.	Substance Abuse								1) Yes 2) No
30.	Limited English Language	x	x	x	x	x	x	x	1) Yes - individual has limited ability in speaking, reading, writing, or understanding the English language and (a) whose native language is a language other than English or (b) who lives in a family or community environment where a language other than English is the dominant language. 2) No
31.	Displaced Homemaker			x	x			x	1) Yes - individual has been providing unpaid services to family members in the home and who - (a) has been dependent on the income of another family member but is no longer supported by that income; and (b) is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment. 2) No
32.	Offender					x	x	x	1) Yes - individual (a) who is or has been subject to any stage of the criminal justice process, for whom services may be beneficial; or (b) who requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction. 2) No

Item		Required Items by Group							Codes and Definitions
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		C	Int Tr	C	Int Tr	14-18	19-21		
34.	Poor Work History								1) Yes 2) No
35.	Long Term Welfare Dependency							x	Record if individual has received assistance under the TANF program for at least 30 months OR within 12 months will become ineligible under the state TANF program. 1) Yes, and TANF eligibility is not exhausted 2) No 3) Yes, and TANF eligibility is exhausted
36.	Homeless/Runaway Youth					x	x	x	1) Yes, a youth who is homeless, and is a runaway youth. 2) Yes, an adult or youth who is homeless but not a runaway youth. 3) No, a youth who is not homeless but is a runaway youth. 4) No, an adult or youth who is not homeless and is not a runaway youth.
37.	Welfare to Work Participant								1) Yes 2) No
38.	Foster Child							x	1) Yes, a foster child on whose behalf state or local government payments are made. 2) No
39.	Currently Enrolled and Attending School								1) Yes, is currently enrolled in and attending school, but is not expected to participate in a schoolwide project. 2) Yes, is currently enrolled in and attending school and is expected to participate in a schoolwide project. 3) No, is not currently enrolled in and attending school.
40.	Currently Enrolled and Attending School Full-Time								1) Yes, is currently enrolled in and attending school full-time but is not in an alternative school; 2) Yes, is currently enrolled in and attending school full-time in an alternative school; 3) No, is not currently enrolled in and attending school full-time.
41.	Reading Level								Record the grade level (to the nearest tenth) equivalent in English reading at which the individual is functioning at program entry as determined by a generally accepted standardized test (administered within the last 12 months) or a school record of reading level in English (determined within the last 12 months). Additional coding information (record under grade level information). 13) Assessed as Grade 13 and above.

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		C	Int Tr	C	Int Tr	14-18	19-21		
									87) Not tested and obviously below the 7th grade level. 88) Refused testing or other untestable individuals. 99) Has four-year college degree or above. Note: If reading and math testing is recorded, all youth with reading or math levels below 9.0 will be considered basic skills deficient.
42.	Math Level								Record the grade level (to the nearest tenth) equivalent in math at which the individual is functioning at program entry as determined by a generally accepted standardized test (administered within the last 12 months) or a school record of math level (determined within the last 12 months). Additional coding information (record under grade level information) 13) Assessed as Grade 13 and above. 87) Not tested and obviously below the 7th grade level. 88) Refused testing or other untestable individuals. 99) Has four-year college degree or above.
	Basic Literacy Skills Deficient					x	x		The individual meets the State or local level definition of basic literacy skills deficient. This definition may establish such criteria as are needed to address State or local concerns, and must include a determination that an individual: <div>Computes or solves problems, reads, writes, or speaks English at or below the 8<sup>th</sup> grade level on a generally accepted standardized test or a comparable score on a criterion-referenced test; or Is unable to compute or solve problems, read, write, or speak English at a level necessary to function on the job, in the individual's family, or society.</div> 1) Yes 2) No
43.	Receiving Public Assistance		x		x	x	x	x	Check all that apply: 1) TANF 2) Refugee Assistance 3) General Assistance (Refugee Assistance) 4) Supplemental Security Income 5) Food Stamps

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		C	Int Tr	C	Int Tr	14-18	19-21			
44.	Eligible for Free School Lunch									1) Yes 2) No
45.	TANF Case Number							x		Record the TANF case number if applicable.
46.	Total Includable Income									
47.	Maximum Family Size									
48.	County Category									1) Metro 2) Non-Metro
49.	Meets OMB Poverty Level or 70% LLSIL Criterion									1) Yes 2) No
50.	Employment Status at Registration	x	x	x	x			x	x	1) Not Employed - An individual who does not meet the definition of employed or who, although employed, has received notice of termination of employment. 2) Employed - An individual who is currently working as a paid employee or who works in his or her own businesses or profession or on his or her own farm, or works 15 hours or more per week as an unpaid worker on a farm or in an enterprise operated by a member of the family, or one who is not working, but has a job or business from which he or she was temporarily absent because of illness, bad weather, vacation, labor-management dispute, or personal reasons, whether or not paid by the employer for time-off, and whether or not seeking another job.

Item		Required Items by Group							Codes and Definitions
		Adults		DWs		Youth		WtW	
		C	Int Tr	C	Int Tr	14-18	19-21		
51.	Unemployment Compensation Status		x		x	x	x	x	1) Option not available 2) UC Exhaustee - Individual has exhausted their UC benefits 3) Neither claimant or exhaustee 4) Eligible Claimant Not Referred by WPRS - Individual is an eligible UC claimant but was not referred by Worker Profiling and Reemployment Services (WPRS) 5) Eligible Claimant Referred by WPRS - Individual is an eligible UC claimant referred by the Worker Profiling and Reemployment Services (WPRS) system
53.	Date of Last Employment							x	If not employed, record the date last employed
54.	Weeks Not Employed							x	Record the number of weeks not employed within the last 26 weeks
55.	Pre-Program Wage							x	Record the most representative hourly wage for the current job or the last job held
56.	Hours Worked Per Week							x	Record the most representative hours for the current job or the last job held
63.	Work History								Record the following information for the job of dislocation.
	Employer Name								
	SIC Code								Record the SIC of the job of dislocation (at least 3 digit level)
	Employer Address								Record the address of the employer of the job of dislocation
	City								
	State								
	ZIP Code								
	County Number								Record the county of the employer of the job of dislocation
	Telephone Number								Record the telephone number of the employer of the job of dislocation
	Job Title								Record the job title of the job of dislocation
	DOT Code								Record the DOT Code that corresponds to the job of dislocation
	Hourly Wage								Record the representative hourly wage of the job of dislocation
	Hours Worked								Record the representative hours worked on the job of dislocation
	Date of Actual Qualifying Dislocation			x	x				Record the last day of employment at the dislocation job. Leave blank if there is not dislocation job (e.g. displaced homemakers). If the qualifying dislocation occurs after the date of WIA registration, record the date when it is available. <i>NOTE: When determining preprogram quarters for performance measurement, the registration date will be used instead of</i>

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									<i>the dislocation date when the dislocation date is missing or occurs after the registration date.</i>
	Union Membership								Record whether the applicant is currently a union member 1) Yes 2) No
	Union Call-Back Rights								Record whether the applicant has union call-back rights. 1) Yes 2) No
66.	Greatest Financial Need								1) Yes 2) No
67.	Low Income		x			x	x		A registrant in one or more of the following categories (WIA section 101(25)): (A) receives, or is a member of a family which receives, cash payments under a Federal, State or local income-based public assistance program; (B) received an income, or is a member of a family that received a total family income, for the six-month period prior to registration for the program involved (exclusive of unemployment compensation, child support payments, payments described in subparagraph (A) and old-age and survivors insurance benefits received under section 202 of the Social Security Act (42 U.S.C. 402)) that, in relation to family size does not exceed the higher of: (I) the poverty line, for an equivalent period; or (II) 70 percent of the lower living standard income level, for an equivalent period; (C) is a member of a household that receives (or has been determined within the 6-month period prior to registration for the program involved to be eligible to receive) Food Stamps under the Food Stamp Act of 1977(7 U.S.C. 2011 et seq.); (D) qualifies as a homeless individual, as defined in subsections (a) and (c) of section 103 of the Stewart B. McKinney Homeless Assistance Act (42 U.S.C. 11302); or (E) is a foster child on behalf of whom State or local government payments are made. <i>May an individual with a disability whose family does not meet income eligibility</i>

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		Adults		DWs		Youth			WtW
		C	Int Tr	C	Int Tr	14-18	19-21		
								<i>criteria under the Act be eligible for priority as a low income adult?</i> Yes. Even if the family of an individual with a disability does not meet the income eligibility criteria, the individual with a disability is to be considered a low-income individual if the individual's own income: (1) Meets the income criteria established in WIA section 101(25)(A) or (B); but is a member of a family whose income does not meet those requirements. [WIA sec. 101(25)(F).] 1) Yes, registrant meets the WIA low income definition 2) No	
68.	5% Provision					x	x	1) Yes 2) No	
70.	Welfare to Work Eligibility							x 0) Not Applicable 1) Primary Eligibility (Formerly 70% Hard to employ) criteria category #1 - Long term TANF recipients who have received assistance for at least 30 months (whether consecutive or not, whether cash or non-cash assistance) or are within 12 months of reaching the TANF time limits. 2) Primary Eligibility (Formerly 70% Hard to employ) criteria category #2 - Noncustodial parents who: <ul style="list-style-type: none"><li>are unemployed, underemployed, or having difficulty paying child support, and</li><li>have entered into a personal responsibility contract, and</li><li>have minor children whose custodial parent is a long-term TANF recipient as defined in point 1 above or who are themselves eligible for or receiving TANF, food stamps, Supplemental Security Income, Medicaid, or Children's Health Insurance Program, or who received TANF during the preceding year.</li></ul> 3) Primary Eligibility (Formerly 70% Hard to employ) criteria category #3 - TANF exhaustees - former TANF recipients who have exhausted benefits due to time limits. 4) 30% Welfare dependence criteria category #1 - Custodial parents with incomes below the poverty line 5) 30% Welfare dependence criteria category #2 - Youth (18 through 24) who have "aged out" of foster care. 6) 30% Welfare dependence criteria category #3 - TANF recipients with	



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		Adults		DWs		Youth		WtW	
		C	Int Tr	C	Int Tr	14-18	19-21		
									barriers to self-sufficiency officially recognized by the WIB.
72.	Months TANF Eligibility Remaining							x	Record the number of months of TANF eligibility remaining. If individual is exempt from durational time limits, record "99". If durational time limits have been exceeded, record "0".
73.	Non-Custodial Parent							x	1) Yes 2) No
74.	Receives Subsidized Housing							x	1) Yes 2) No
75.	Student Status at Time of Registration					x	x		1) Full-time student 2) Part-time student 3) Not a student
76.	Youth Who Requires Additional Assistance					x	x		1) Yes, registrant requires additional assistance to complete an educational program, or to secure and hold employment as defined by state or local policy. 2) No
	Follow-up Contact Information	x	x	x	x	x	x	x	Record the name and phone number of follow-up contacts
	Registrant Signature/Date Signed	x	x	x	x	x	x	x	Obtain the signature of the applicant in ink, attesting that the information is true to the best of the applicant's knowledge and there is no intent to commit fraud. The signature also acknowledges that the information on the application is subject to verification and the participant will be exited if found ineligible. Record the date the registrant signs the application.
	Other Signature	x	x	x	x	x	x	x	(If Required/Date Signed) - (a) Obtain the signature of a parent or legal guardian if the applicant is under 18 (unless married or head of a household); or, (b) if the applicant is using the income of a parent, legal guardian, or other family member who provided 51 or more percent of the applicant's support during the eligibility determination period, that person

Item		Required Items by Group							Codes and Definitions
		Adults		DWs		Youth		WtW	
		C	Int Tr	C	Int Tr	14-18	19-21		
									must sign the application. Date the receipt of the other signature.
	Relationship to Registrant	x	x	x	x	x	x	x	When "other signature" is required, identify his/her relationship to applicant.
	Contacts	x	x	x	x	x	x	x	Record names and phone numbers of applicant's nearest friends, relatives or neighbors not living with the applicant, who will know how to reach the applicant.
	Interviewer's Signature/Date	x	x	x	x	x	x	x	The interviewer shall countersign and date the application
	Data Entry Operator/Date	x	x	x	x	x	x	x	The data entry operator shall sign and date to denote the input of the data into the automated system.

## Activity Record Data Requirements

Item	Definition	Required Items by Group			
		Adults	DW's	Youth	WtW
Program Code	Enter the program code for the funding stream.	X	X	X	X
Social Security Number	Enter the participants nine digit Social Security Number.	X	X	X	X
Registration Date	Record the date the participant registered into the specific program.	X	X	X	X
Name (Last, First, Middle Initial)	Record the participant name.	X	X	X	X
WSA/PMIS ID	Enter the WSA number. For projects the PMIS identification will be assigned.	X	X	X	X
Site	Enter the two-digit number. For non-custodial parent projects, the site code will be assigned to differentiate individual projects.				X
Activity Entry Date	Record the date the participant entered the activity.	X	X	X	X
Activity Exit Date	Record the date the participant exited the activity.	X	X	X	X
Status	Enter whether the participant is entering, exiting or entering/exiting the activity.	X	X	X	X
Successfully Completed Activity Objective	When the participant exits or enters/exits an activity, enter whether or not the objective of the activity was successfully completed. 1. Yes, successfully completed objectives of the activity or goal. 2. No	X	X	X	X
Activity Code	Local level code (optional).				
DOT or ONET Code	Enter the DOT or ONET code that corresponds to the type of training the participant is to receive or has received (for those clients receiving training for a specific occupation).	X	X	X	X
Projected End Date	Enter projected end date for program activity being entered.				X
Type of Activity	Enter description of the type of activity.				
Direct Participant Cost	Enter a checkmark to denote whether the costs associated with this activity are direct participant costs.				X

Item	Definition	Required Items by Group			
		Adults	DW's	Youth	WtW
Line Code	Enter the code that corresponds to the type of activity, goal, or other tracking.	X	X	X	X
Actual Hours Participated	Record at the time of exiting an activity the total actual hours that the participant engaged in an activity. If activities from different categories are integrated into a single program, distribute actual hours among the categories in a way that reflects the relative composition of the integrated program. Record the hours in whole hour increments (no fractions of hours).				X
Amount Obligated	Enter obligated amount for any direct participant costs associated with appropriate line code per program year. Amount obligated should be reconciled to fiscal records. For WIA this field is only required for Individual training accounts.	X	X		X
Amount Expended	Enter expended amount for any direct participant costs associated with appropriate line code per program year. Amount expended may not be greater than amount obligated. Amount expended should be reconciled to fiscal records. For WIA this field is only required for Individual training accounts.	X	X		X
Eligible Training Provider	If training is provided through an individual training account, enter the eligible training provider number assigned by the state. For youth enter the number of the eligible youth provider. Note: Must be null if client is not being served by an individual training account.	X	X	X	
Vendor	Record the name of the vendor of the activity. In the case of OJT or employment tracking, record the name of the employer.				X
Type of Employment	Record the type of employment if the activity is employment. 1) Subsidized Public 2) Subsidized Private 3) Unsubsidized				X
Health Benefits	Record whether the employment provides the individual with health insurance benefits. 1) None Offered 2) Yes				X
Employment Hours per Week	Record the number of hours per week that will be worked if the activity is employment.				X
Hourly Wage	Record the hourly wage of employment if the activity is employment.				X

Item	Definition	Required Items by Group			
		Adults	DW's	Youth	WtW
Hourly Subsidy	Record the amount of subsidy per hour if employment is the activity and there is a wage subsidy (includes OJT and subsidized wages).				X
Credential Attainment	Record receipt of credential <ul style="list-style-type: none"> <li>• Attained High School Equivalency Diploma or GED</li> <li>• Attained High School Diploma</li> <li>• Attained AA or AS Diploma</li> <li>• Attained BA or BS</li> <li>• Attained Certificate of Technical Achievement (CTA)</li> <li>• Occupational Skills License</li> <li>• Occupational Skills Certification/Credential</li> <li>• Attained Journeyman Status</li> <li>• Attained Other Credential (as described in approved local plan)</li> </ul>	X	X	X	X

Item	Definition	Required Items by Group			
		Adults	DW's	Youth	WtW
Other Activity Outcomes	<p>Placed in Advanced Training – Advanced training is an occupational skills employment/training program, not funded under Title I of the WIA, which does not duplicate training received under Title I. Includes only training outside of the one-stop, WIA and partner system. [Include entry into postsecondary educational programs that lead to an academic degree (e.g., AA, AS, BA, BS) in advanced training in the postsecondary education category.</p> <p>Entered Post-Secondary – Postsecondary education is a program at an accredited degree granting institution that leads to an academic degree (e.g. AA, AS, BA, BS). Do not include programs offered by degree-granting institutions that do not lead to an academic degree as post-secondary education.</p> <p>Youth Placed in Military Service – The youth entered military service (i.e., reported for active duty).</p> <p>Youth Placed in Apprenticeship – The youth entered a qualified apprenticeship program, i.e., a program approved by the ETA/Bureau of Apprenticeship and Training or by a recognized State Apprenticeship Agency. Approval is by certified registration or other appropriate written credential.</p>			X	
Comments	Record comments which clarify any potentially confusing or unusual information contained on the program activity form (PMIS 2).	X	X	X	X
Data Entry Operator/Date	The data entry operator should sign and date to denote the input of data into the automated system.	X	X	X	X
Signature of Staff Completing Form/Date	Enter the name of the individual who completed the form and the date of completion.	X	X	X	X

## Line Codes

Line Code	Item	Definition	Required Items by Group			
			Adults	DW's	Youth	WtW
C1	Training Eligibility Determination	Determine eligibility for training.	X	X		
C2	Core Service	Core service beyond informational or self-service. (Informational or self-service core services that do not require registration are those core services made available and accessible to the general public, that are designed to inform and educate individuals about the labor market and their employment strengths, weaknesses, and the range of services appropriate to their situation, and that do not require significant staff involvement with the individual).	X	X		
C4	Follow-up	Follow-up services for youth may include: leadership development and supportive service activities, regular contact with a youth participant's employer, including assistance in addressing work-related problems that arise; assistance in securing better paying jobs, career development and further education; work-related peer support groups; adult mentoring; and tracking the progress of youth in employment after training. Only one activity record is required if follow-up will be an ongoing activity. The activity should be entered on the first date a follow-up service is provided and exited on the date the individual receives their final follow-up services or multiple records may be entered to record each follow-up.			X	

Line Code	Item	Definition	Required Items by Group			
			Adults	DW's	Youth	WtW
N1	Intensive Service	Intensive services may include - Comprehensive and specialized assessments of skill levels and service needs including: - diagnostic testing and use of other assessment tools; and - in-depth interviewing and evaluation to identify employment barriers and appropriate employment goals; - development of an individual employment plan, to identify the employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to achieve the employment goals; - group counseling; - individual counseling and career planning; - case management for participants seeking training services; - short-term prevocational services, including development of learning skills, communication skills, and professional conduct, to prepare individuals for unsubsidized employment or training; - out-of-area job search expenses; - relocation expenses; - internships; - work experience; - standalone ABE/GED; and - other allowable intensive services.	X	X		
P1	Adult Education	Partner participation - Adult Education or Literacy Program.	x	x	x	x
P3	Voc Rehab	Partner Participation - Vocational Rehabilitation Services	x	x	x	x
P4	Job Corp	Partner Participation - Job Corp	x	x	x	x
P5	TAA	Partner Participation - TAA	x	x	x	x
P6	NAFTAA-TAA	Partner Participation - NAFTA-TAA	x	x	x	x
P7	Veterans	Partner Participation - Veteran Programs funded by DOL	x	x	x	x
P8	Welfare to Work	Partner Participation - Welfare to Work	x	x	x	x
P9	Other Non-WIA	Partner Participation - Other non-WIA programs	x	x	x	x
PG	Pell Grant	Pell Grant – The individual is or has been notified s/he will be receiving a Pell Grant.	x	x	x	x
PM	Migrant	Partner Participation - Migrant and Seasonal Farmworker	x	x	x	x
PN	Native American	Partner Participation - Native American Program	x	x	x	x



Line Code	Item	Definition	Required Items by Group			
			Adults	DW's	Youth	WtW
PR	Rapid Response	Individual participated in State or local Rapid Response Activity		X		
PV	Title V	Concurrent Participation - Older Americans Act (Title V)	X	X	X	X
PE	Vocational Education	Concurrent Participation - Carl Perkins Vocational Education	X	X	X	X
PH	HUD	Concurrent Participation - HUD Employment and Training Program	X	X	X	X
PC	Community Services	Concurrent Participation - Community Services Block Grant	X	X	X	X
T6	Adult Education and Literacy	WIA adult education, basic skills and/or literacy activities (Note: this service must be offered in combination with other allowable training services (not including customized training). If offered standalone, record as an intensive service.	X	X		
Y1	Youth Employment Services	Preparation for and success in employment services include, but are not limited to: paid and unpaid work experiences, including internships and job shadowing; and occupational skill training.			X	
Y2	Youth Educational Achievement Services	Improving educational achievement services include, but are not limited to: tutoring, study skills training, and instruction leading to completion of secondary school, including dropout prevention strategies; and alternative secondary school service.			X	
Y3	Youth Summer Employment Opportunities	Receiving WIA summer employment opportunities.			X	
Y4	Additional Support for Youth Services	Support for youth services include, but are not limited to: providing mentoring (of at least twelve months duration that may occur both during and after program participation); comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, primarily provided to assist a youth in achieving employment-related success.			X	
Y5	Youth Leadership Development Opportunities	Leadership development opportunities are opportunities that encourage responsibility, employability, and other positive social behaviors such as: exposure to postsecondary educational opportunities; community and service learning projects; peer-centered activities, including peer mentoring and tutoring; organizational and team work training, including team leadership training; training in decision-making, including determining priorities; and citizenship training, including life skills training such as			X	

Line Code	Item	Definition	Required Items by Group			
			Adults	DW's	Youth	WtW
		parenting, work behavior training, and budgeting of resources.				
01	Work Experience	A short-term or part-time paid work activity which provides an individual with the opportunity to acquire the appropriate work habits and behaviors, basic work skills, and knowledge necessary to perform and retain a job, without the expectation of continued work with that employer; paid service at a public, private, or not-for-profit site.				X
03	Supportive Services	For Adults and Dislocated Workers: WIA funded services such as transportation, child care, dependent care, and housing that are necessary to enable an individual to participate in activities authorized under WIA title I. For Youth: WIA funded supportive services include linkages to community services; assistance with transportation; assistance with child care; assistance with housing; referrals to medical services; and assistance with uniforms or other appropriate work attire and work-related tools, including such items as eye glasses and protective eye gear.	X	X	X	
10	Needs Related Payments or Youth Stipends	For Adults and Dislocated Workers: Needs-related payments use funds allocated to a local area for adults under paragraph (2)(A) or (3) as appropriate of section 133(b), and funds allocated to the local area for dislocated workers under section 133(b)(2)(B) may be used to provide needs-related payments to adults and dislocated workers, respectively, who are unemployed and do not qualify for (or have ceased to qualify for) unemployment compensation for the purpose of enabling such individuals to participate in programs of training services under subsection 134(d)(4). For youth: Stipends for such activities as GED completion, provided the provision of the stipend is included in the participant's individual assessment and service strategy (Provision of stipends must also have been approved in the local plan).	X	X	X	

Line Code	Item	Definition	Required Items by Group			
			Adults	DW's	Youth	WtW
14	Internship / Cooperative Experience	Participation in an internship or cooperative experience. (Considered an employment service for WIA youth)	X	X	X	X
15	On-the-Job Training	Training by an employer that is provided to a paid participant while engaged in productive work in a job that: (A) provides knowledge or skills essential to the full and adequate performance of the job; (B) provides reimbursement to the employer of up to 50 percent of the wage rate of the participant, for the extraordinary costs of providing the training and additional supervision related to the training; and (C) is limited to the period of time required for a participant to become proficient in the occupation for which the training is being provided. In determining the appropriate length of the contract, consideration should be given to the skill requirements of the occupation, the academic and occupational skill level of the participant, prior work experience, and the individual employment plan. (DOT code required)	X	X		X
20	Occupational Skills Training (non-OJT)	Occupational skills training or skills upgrading/retraining, and/or workplace training. Include the receipt of the following types of services in this category: <ul style="list-style-type: none"> <li>- occupational skills training, including training for nontraditional employment;</li> <li>- programs that combine workplace training with related instruction, which may include cooperative education programs;</li> <li>- training programs operated by the private sector;</li> <li>- skill upgrading and retraining;</li> <li>- entrepreneurial training;</li> <li>- job readiness training;</li> <li>- customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training. (DOT Required)</li> </ul>	X	X		X
30	Basic Skill Training	Instruction normally conducted in an institutional classroom or one-on-one tutorial setting and designed to upgrade basic skills and prepare the individual for further training, post-secondary education transition, future				X

Line Code	Item	Definition	Required Items by Group			
			Adults	DW's	Youth	WtW
		employment, or retention in present employment. Includes but is not limited to reading, writing, mathematics, literacy training, speaking, listening, problem solving, reasoning, study skills, English for non-English speakers, bilingual training, and GED preparation. If this activity is recorded for a WIA client, DWD will consider it an intensive service for reporting purposes.				
64	Case Management	Provision of ongoing one-on-one personal assistance and regular follow-up using a case management approach to services. This includes counseling, referral to supportive services, vocational guidance, job development services etc. WtW Definition: All activities not listed elsewhere necessary or appropriate for moving a WtW client from welfare to self-sufficiency, includes intake, assessment, eligibility determination, counseling, and development of a Family Income Growth plan.				x
65	Transfer	Transfer from 30% to 70% WtW category.				x
66	Post Employment Service - Voucher	Activities provided through a voucher after the client has been placed in allowable employment or job (subsidized or unsubsidized); may include (but are not limited to) basic education, ESL, occupational skills, vocational education, mentoring.				x
67	Post Employment Service - Contract	Activities provided through a contract after the client has been placed in allowable employment or job (subsidized or unsubsidized); may include (but are not limited to) basic education, ESL, occupational skills, vocational education, mentoring.				
68	Job Retention	Any post-hire service focused on 'soft skills' rather than occupationally-specific ones, not educational in nature, and not otherwise available through TANF or IMPACT funds; may include job stress coping skills, work regimen acclimation, and job enhancement services.				x
70	Job Readiness-Voucher	Activities provided through a voucher which may be provided before, during, and/or after employment to assist a client in maintaining employment; assistance in developing skills which are not job specific but are necessary to being employed, like punctuality; may include training in family life skills, job coping skills, and responsible parenting skills.				x
71	Job Readiness Contract	Activities provided through a contract which may be provided before, during, and/or after employment to assist a client in maintaining				x

Line Code	Item	Definition	Required Items by Group			
			Adults	DW's	Youth	WtW
		employment; assistance in developing skills which are not job specific but are necessary to being employed, like punctuality; may include training in family life skills, job coping skills, and responsible parenting skills.				
72	Job Search - Voucher	Job search by voucher.				X
73	Job Search - Contract	Job search by contract.				X
74	Community Service	Unpaid service for the community at a public or private not-for-profit site.				X
75	Public Job Creation	Temporarily-subsidized employment in a new permanent public sector position which would not otherwise be available.				X
76	Private Job Creation	Temporarily-subsidized employment in a new permanent private sector position which would not otherwise be available.				X
77	Job Placement-Contract	Placement in unsubsidized full-time employment by contract				X
78	Job Placement-Voucher	Placement in unsubsidized full-time employment by voucher.				X
79	Other Employment Tracking Code	All jobs and changes in job condition during participation in WtW must be tracked. The PMIS 2 fields entry date, exit date, hours per week, hourly wage, hourly subsidy, type of employment, and health benefits will be used to track employment. When the dates coincide with an activity, this information can be provided with the activity information. This line code (79) should be used when it is not possible or convenient to track the employment with an activity. The vendor field should be used for employer name.				X
85	Individual Development Account	Two inter-related parts: (1) a restricted-use savings account with a chartered financial institution; and (2) a claim on Welfare-to-Work funds proportional to the balance of earned income (and interest) deposited in the client's above mentioned savings account, subject to a locally determined match ratio.				X
SUPPLEMENTAL WAGE DATA						
S1	Employed Quarter after Exit	Create an activity record using line code "S1" if the WSA has documentation of employment in the quarter following the exit quarter. The WSA will receive lists of clients without wage records from DWD. If				

Line Code	Item	Definition	Required Items by Group			
			Adults	DW's	Youth	WtW
		employment is documented, the "S1" activity record can not be entered later than 30 days after receipt of the list from DWD.				
S3	Employed Third Quarter after Exit	Create an activity record using line code "S3" if the WSA has documentation of employment in the third quarter following the exit quarter. The WSA will receive lists of clients without wage records from DWD. If employment is documented, the "S3" activity record can not be entered later than 30 days after receipt of the list from DWD.				
		POST EXIT OUTCOMES				
E1	Quarter After Exit Quarter	Record outcomes such as credentials, or conditions such as youth in post secondary education or advanced training. E1 designates that this is correct in the quarter following the exit quarter.	x	x	x	
E2	2nd Quarter After Exit Quarter	Record outcomes such as credentials, or conditions such as youth in post secondary education or advanced training. E2 designates that this is correct in the second quarter following the exit quarter.	x	x	x	
E3	3rd Quarter After Exit Quarter	Record outcomes such as credentials, or conditions such as youth in post secondary education or advanced training. E3 designates that this is correct in the third quarter following the exit quarter.	x	x	x	
		YOUNGER YOUTH GOALS				
G1	Basic Skills Goal	Basic education skills goal includes reading comprehension, math computation, writing, speaking, listening, problem solving, reasoning, and the capacity to use these skills in the workplace.			x	
G2	Occupational Skills Goal	Primary occupational skills encompass the proficiency to perform actual tasks and technical functions required by certain occupational fields at entry, intermediate or advanced levels. Secondary occupational skills entail familiarity with and use of set-up procedures, safety measures, work-related terminology, record keeping and paperwork formats, tools, equipment and materials, and breakdown and clean-up routines.			x	
G3	Work Readiness Skills Goal	Work readiness skills include world of work awareness, labor market knowledge, occupational information, values clarification and personal understanding, career planning and decision making, and job search techniques (resumes, interviews, applications, and follow-up letters). They also encompass survival/daily living skills such as using the phone, telling time, shopping, renting an apartment, opening a bank account, and using public transportation. They also include positive work habits, attitudes, and			x	

Line Code	Item	Definition	Required Items by Group			
			Adults	DW's	Youth	WtW
		behavior such as punctuality, regular attendance, presenting a neat appearance, getting along and working well with others, exhibiting good conduct, following instructions and completing tasks, accepting constructive criticism from supervisors and co-workers, showing initiative and reliability, and assuming the responsibilities involved in maintaining a job. This category also entails developing motivation and adaptability, obtaining effective coping and problem-solving skills, and acquiring an improved self image.				
G9	All Goals Completed	Younger youth has completed all appropriate goals and has been assessed to no longer be in need of basic skills, work readiness skills, and/or occupational skills goals. This code should be done as an enter/exit following the exit date of the younger youth's last goal achievement.			X	

### Exit Record Data Requirements

Item	Definition	Required Items by Group			
		Adults	DW's	Youth	WtW
Program Code	Enter the program code for the funding stream.	X	X	X	X
Social Security Number	Enter the participants nine digit Social Security Number.	X	X	X	X
Registration Date	Record the date the participant registered into the specific program.	X	X	X	X
Exit Date	Record the last date of service.	X	X	X	X
Name (Last, First, Middle Initial)	Record the participant name.	X	X	X	X
WSA/PMIS ID	Enter the WSA number. For projects the PMIS identification will be assigned.	X	X	X	X

Item	Definition	Required Items by Group			
		Adults	DW's	Youth	WtW
Site	Enter the two-digit number. For non-custodial parent projects, the site code will be assigned to differentiate individual projects.				X
Exit Code	Record the exit code that identifies the reason the participant is leaving the program or the participant's status when leaving the program.	X	X	X	X
Employer Name	Record the full name of the employer.	X	X	X	X
Employer Address	Record the street address of the employer.	X	X	X	X
Employer City	Record the city of the employer.	X	X	X	X
Employer State	Record the state of the employer.	X	X	X	X
Employer ZIP	Record the ZIP of the employer.	X	X	X	X
Employer County	Record the county code of the employer.	X	X	X	X
Employer Telephone	Record the telephone number of the employer.	X	X	X	X
Job Title	Record the job title.	X	X	X	X
DOT or ONET Code	Record the DOT or ONET code that corresponds to the type of job the participant is placed in.	X	X	X	X
Hourly Wage	Record the hourly wage of this job at the time of exit. (Hourly wage includes any bonuses, tips, gratuities and commissions earned). <i>Note: When it has been determined that the participant is employed, but no hourly wage can be obtained, the Federal minimum wage may be recorded.</i>	X	X	X	X
Hours Worked Per Week	Record the number of hours per week that are/will be worked.	X	X	X	X
Date of Employment	Record the date the participant began/begins employment.	X	X	X	X
Training Related	Record whether the unsubsidized employment position entered into by the participant is related to the training received by the participant. This determination is based on explicit employer requirements. 1) Yes 2) No	X	X	X	X



Item	Definition	Required Items by Group			
		Adults	DW's	Youth	WtW
Fringe Benefits	Record whether the employment provides the individual with fringe benefits consisting of, at a minimum, health insurance benefits and coverage under Social Security or an equivalent pension plan. Note: In cases where a probation period is required by the employer for a newly hired individual, during which time fringe benefits are not provided, if such employment normally provides fringe benefits after the period of probation, record 1 for yes in this item. Also record 1 for yes if benefits were offered, but were refused by the individual. 1) Yes 2) No	X	X	X	X
Job Covered by U.C.	Record whether the job is covered by the Unemployment Insurance system. 1) Yes 2) No 3) Self-employed and covered by U.C. 4) Self-employed and not covered by U.C.	X	X	X	X
Received Average Weekly Needs Related Payments	(Use only for Clean Air Projects) Record the participants average weekly needs related payments received.				
Comments	Record comments which clarify potentially confusing or unusual information.	X	X	X	X
Data Entry Operator/Date	The person entering the data shall sign and date to denote the input of the data into the automated system.	X	X	X	X
Signature of Staff Completing Form/Date	Enter the name of the individual who completed this form and the date of completion.	X	X	X	X

## Exit Codes

Exit Code	Item	Definition	Required Items by Group			
			Adults	DW's	Youth	WtW
01	Entered Unsubsidized Employment	The exiter entered full or part-time unsubsidized employment, i.e. not financed by funds provided under the Act.	X	X	X	X
02	Registered Apprenticeship Program	The exiter entered a registered apprenticeship program, i.e., a program approved and recorded by the ETA/Bureau of Apprenticeship and Training.	X	X	X	
03	Armed Forces or National Service	The exiter entered the Armed Services, Peace Corps, VISTA and other National Service programs (such as Americorps and the National Civilian Community Corps programs.	X	X	X	
15	Still in Secondary School	Still in secondary school at exit.			X	
30	Increased Wages	The participant achieved an increase in wages.				X
31	Obtain Subsidized Employment	The exiter entered subsidized employment.				X
36	Engaged in Another Work Activity	The participant engaged in another work activity (as defined by Section 407(d) of the TANF program.				X
37	Engaged in Other Training	The participant engaged in other training.				X
38	Refused to Continue	The participant refused to continue participation in the program.				X
42	Institutionalized	The participant is residing in an institution or facility providing 24-hour support such as a prison or hospital.	X	X	X	
43	Health/Medical	The participant is receiving medical treatment that precludes entry into unsubsidized employment or continued participation in the program.	X	X	X	
44	Family Care Responsibilities	The participant is responsible for the care of one or more family members which precludes entry into unsubsidized employment or continued participation in the program.	X	X	X	
45	Lacks Transportation	The participant is without his/her own means of transportation, is unable to arrange for private transportation, or has no public transportation between home and the location of employment/training and/or other supportive services.	X	X	X	

Exit Code	Item	Definition	Required Items by Group			
			Adults	DW's	Youth	WtW
46	Cannot Locate	The participant cannot be located after utilizing the address/phone number and alternative contact information provided by the participant.	X	X	X	X
47	Voluntary, other	The participant voluntarily left the program for reasons other than those described by other program exit codes.	X	X	X	X
48	Involuntary, other	The participant was separated from the program for administrative reasons other than those described by other program exit codes. Include participants transferred to a program operated by another WSA.	X	X	X	X
50	Successfully Completed Program Objectives	Successfully completed program objectives, not reflected in other exit codes. (This exit code is optional for youth programs and does not impact the calculation of WIA performance standards)				
64	Death	Participant deceased	X	X	X	X

## **Workforce Service Area (WSA) Numbering System**

01	Lake County
02	Kankakee Valley
03	Northern Indiana Partnership
05	Northeast Indiana
06	Tecumseh Area Partnership
07	North Central
08	Madison-Grant
09	East Central
10	Western Indiana
11	Circle Seven
12	Marion County
13	Southeastern
14	Shawnee Trace
15	South Central
16	Southwest
17	Southern Seven



### Resident County and WSA Listing

COUNTY	CNTY	WSA		COUNTY	CNTY	WSA		COUNTY	CNTY	WSA
ADAMS	01	05		HENDRICKS	32	11		PIKE	63	14
ALLEN	02	05		HENRY	33	09		PORTER	64	02
BARTHOLOMEW	03	15		HOWARD	34	07		POSEY	65	16
BENTON	04	06		HUNTINGTON	35	05		PULASKI	66	02
BLACKFORD	05	09		JACKSON	36	15		PUTNAM	67	10
BOONE	06	11		JASPER	37	02		RANDOLPH	68	09
BROWN	07	15		JAY	38	09		RIPLEY	69	13
CARROLL	08	06		JEFFERSON	39	13		RUSH	70	13
CASS	09	07		JENNING	40	15		ST. JOSEPH	71	03
CLARK	10	17		JOHNSON	41	11		SCOTT	72	17
CLAY	11	10		KNOX	42	14		SHELBY	73	11
CLINTON	12	06		KOSCIUSKO	43	03		SPENCER	74	16
CRAWFORD	13	17		LAGRANGE	44	05		STARKE	75	02
DAVIESS	14	14		LAKE	45	01		STEUBEN	76	05
DEARBORN	15	13		LAPORTE	46	02		SULLIVAN	77	14
DECATUR	16	13		LAWRENCE	47	14		SWITZERLAND	78	13
DEKALB	17	05		MADISON	48	08		TIPPECANOE	79	06
DELAWARE	18	09		MARION	49	12		TIPTON	80	07
DUBOIS	19	14		MARSHALL	50	03		UNION	81	13
ELKHART	20	03		MARTIN	51	14		VANDERBURGH	82	16
FAYETTE	21	13		MIAMI	52	07		VERMILLION	83	10
FLOYD	22	17		MONROE	53	15		VIGO	84	10
FOUNTAIN	23	06		MONTGOMERY	54	06		WABASH	85	07
FRANKLIN	24	13		MORGAN	55	11		WARREN	86	06
FULTON	25	07		NEWTON	56	02		WARRICK	87	16
GIBSON	26	14		NOBLE	57	05		WASHINGTON	88	17
GRANT	27	08		OHIO	58	13		WAYNE	89	13
GREENE	28	14		ORANGE	59	17		WELLS	90	05
HAMILTON	29	11		OWEN	60	15		WHITE	91	06
HANCOCK	30	11		PARKE	61	10		WHITLEY	92	05
HARRISON	31	17		PERRY	62	16				
OUT-OF-STATE:    USE TWO LETTER STATE INITIALS										



## QUICK REFERENCE: PARTNER PARTICIPATION CODES

When recording partner participation, approximate enter and exit dates may be used

Line Codes for Tracking Partner Program Participation			
P1	Adult Education/Literacy	P2	Wagner-Peyser
P3	Vocational Rehabilitation	P4	Job Corp
P5	TAA	P6	NAFTA-TAA
P7	Veterans Programs (DOL funded)	P8	Welfare-to-Work
P9	Other Non-WIA Program	PG	Pell Grant
PM	Migrant and Seasonal Farmworker	PN	Native American Program
PV	Title V (Older Americans Act)	PE	Vocational Education (Carl Perkins)
PH	HUD Employment and Training	PC	Community Services Block Grant Program
PR	Rapid Response		

## QUICK REFERENCE: RECORDING POST EXIT OUTCOMES

Line Codes for Tracking Post Exit Outcomes			
E1	Quarter Following the Exit Quarter	E2	2 <sup>nd</sup> Quarter Following the Exit Quarter
E3	3 <sup>rd</sup> Quarter Following the Exit Quarter	E4	4 <sup>th</sup> Quarter Following the Exit Quarter

(E1 and E3 are required for youth if there are outcomes to be reported. E1, E2, and E3 should be used to track any post exit credentials earned by adults and dislocated workers)





## QUICK REFERENCE: WIA 1A (ADULTS)

Supportive Services			
03	Other Supportive Service	10	Supportive Service: Needs Related Payments
Core Services (Received after WIA registration)			
C1	Training Eligibility Determination	C2	Core Service with Substantial Staff Involvement
C4	Follow-up		
Intensive Services			
N1	Intensive Service	14	Internship/Cooperative Experience
Training Services			
20	Occupational Skills Training	15	On-the-Job Training
T6	Adult Education and Literacy		
Valid Exit Codes			
01	Entered Unsubsidized Employment	02	Registered Apprenticeship Program
03	Armed Forces or National Service		
42	Institutionalized	43	Health/Medical
44	Family Care Responsibilities	45	Lacks Transportation
46	Cannot Locate	47	Voluntary, Other
48	Involuntary, Other	64	Death

## QUICK REFERENCE: WIA 1Y (Youth)

Supportive Services			
03	Other Supportive Service	10	Supportive Service: Stipend
Goals <sup>1</sup>			
G1	Basic Skills Goal	G2	Occupational Skills Goal
G3	Work Readiness Goal	G9	All Goals Completed
Activities			
Y1	Youth Employment Services	Y2	Youth Educational Achievement Services
Y3	Youth Summer Employment Opportunities	Y4	Additional Support for Youth Services
Y5	Youth Citizen and Leadership Services	14	Internship/Cooperative Experience
Other Line Codes			
C4	Follow-up		
Valid Exit Codes			
(Note: Many youth outcomes are derived from activity records)			
01	Entered Unsubsidized Employment	02	Registered Apprenticeship Program
03	Armed Forces or National Service	15	Still in Secondary School (younger youth)
50	Successfully Completed Program Objectives		
42	Institutionalized	43	Health/Medical
44	Family Care Responsibilities	45	Lacks Transportation
46	Cannot Locate	47	Voluntary, Other
48	Involuntary, Other	64	Death

Note: Unless all appropriate goals have been completed, one goal minimum per year is required for all younger youth and any appropriately assessed out-of-school youth who need to attain basic skills, work readiness skills, or occupational skills.

<sup>1</sup> The skill goal can only be extended if the participant has a gap in service with specific plans to return to the program. To adjust for this type of gap in service, when the client returns to the program, adjust the start date of the activity record by the number of days in the gap in service. After making this adjustment, provide details with the next submittal of text files, including original start date, dates of the gap in service, and revised start date along with identifying information of the client including name, social security number, program code and registration date.

## QUICK REFERENCE: WIA 1D & 1R (Dislocated Workers)

Supportive Services			
03	Other Supportive Service	10	Supportive Service: Needs Related Payments
Other Rapid Response Participation			
PR	Participated in State or Local Rapid Response Activity		
Core Services (Received after WIA registration)			
C1	Training Eligibility Determination	C2	Core Service with Substantial Staff Involvement
C4	Follow-up		
Intensive Services			
N1	Intensive Service	14	Internship/Cooperative Experience
Training Services			
20	Occupational Skills Training	15	On-the-Job Training
T6	Adult Education and Literacy		
Valid Exit Codes			
01	Entered Unsubsidized Employment	02	Registered Apprenticeship Program
03	Armed Forces or National Service	54	Called Back/Remained with Layoff Employer
42	Institutionalized	43	Health/Medical
44	Family Care Responsibilities	45	Lacks Transportation
46	Cannot Locate	47	Voluntary, Other
48	Involuntary, Other	64	Death

## QUICK REFERENCE: WELFARE TO WORK: WW & WC

CASE MANAGEMENT			
64	Case Management		
JOB READINESS ACTIVITIES			
20	Occupational Skills Training	70	Job Readiness - Voucher
71	Job Readiness - Contract		
EMPLOYMENT ACTIVITIES			
01	Work Experience	15	On-the-Job Training
72	Job Search - Voucher	73	Job Search - Contract
75	Public Job Creation	76	Private Job Creation
78	Job Placement - Voucher	77	Job Placement - Contract
74	Community Service		
SERVICES AND SUPPORT			
68	Job Retention	86	WtW Supportive Service
66	Post Employment Service - Voucher	67	Post Employment Service - Contract
85	Ind. Development Account		
EMPLOYMENT TRACKING (PMIS 2)			
79	Other Employment Tracking Code		
OTHER TRACKING			
65	Transfer from 30% to 70% Category		
CASE CLOSURE (PMIS 3 TERM CODES)			
01	Entered Unsubsidized Employment	30	Increased Wages
31	Entered Subsidized Employment		
36	Engaged in Another Work Activity	37	Engaged in Other Training
38	Refused to Continue	46	Cannot Locate
47	Voluntary Other	48	Involuntary Other